

# MANUAL TRANSMITTAL

## Arkansas Department of Human Services Division of County Operations

☒ Policy   ☐ Form   ☐ Policy Directive

Issuance Number: TEA 04-02

Transitional Employment Assistance Manual

Issuance Date:

From: Joni Jones  
Director

Expiration Date: Until Superseded

Subj: ESS Transportation Assistance

---

**Pages to be Deleted**      **Date**

**Pages to be Added**      **Date**

To Be Completed prior to issuance

### Summary of Changes

TEA 5140 has been revised to increase the number of Extended Support Services Transportation assistance payments from one to two beginning with the September 2004 case closures. For those cases closed in September with earnings, the first month the second ESS Transportation assistance will be issued to the client's EBT account will be November.

The notice text on system-generated notices has been updated to reflect the change.

Please note that there is no change in the number of times an individual may receive ESS Transportation assistance when the case closes due to employment.

**Inquiries to:** Gerry Reed, TEA Unit, 682-8253  
Paula Gentry, TEA Unit, 682-8182  
Renee Green, TEA Unit, 682-8266

**5140      *EXTENDED SUPPORT SERVICES - TRANSPORTATION***

TEA cases which close due to employment (by agency determination or at client request) or have reached the time limit and the individual is employed will automatically be eligible to receive two months of Extended Support Transportation assistance. The payments will assist the family in meeting transportation costs in during the two months following termination of TEA cash assistance.

The Extended Support Transportation benefit will be in the amount of \$200 for each of the two months and will not count toward either the state or federal time limit.

The Extended Support Transportation benefit is the only transportation assistance that will be provided during the two months in which it is received with the exception of an emergency crisis situation that warrants Job retention assistance. For example, the client's vehicle breaks down and he or she needs assistance with the repair costs. The County Administrator must approve the additional transportation assistance.

When a case is closed due to earnings, the worker will use the Action Reasons specific to allowing this Extended Support Service. Verification of earnings is not required. (See examples below). The system will automatically issue to the client's EBT account the first month of Extended Transportation benefit in the month following the month of case closure. The second ESS Transportation benefit will be issued the second month following case closure. There is no limit to the number of times an individual may receive Extended Support Service Transportation assistance.

**5145      *Extended Support Services Employment Bonus and Transportation Examples***

The following are situations in which ESS Employment Bonus and/or Transportation assistance will be authorized.

NOTE: A system edit will prevent more than one Employment Bonus from being issued in any 12-month period.

1. Ms. Manning reported that she found a job and requested her TEA case be closed. The client's statement that she is employed may be accepted without verification.